

Request for Proposal (RFP)
Early Learning Pre-Kindergarten Services
Issued by: Rogue River School District
RFP No.: 24-25-02
Date of Issue: 12-5-2024
Due Date for Proposals: 1-9-2025

Introduction and Purpose

The Rogue River School District is seeking proposals from qualified vendors to provide comprehensive Pre-Kindergarten (Pre-K) services for children in the district. The goal is to offer high-quality early learning opportunities, focusing on children aged 3-5, while ensuring accessibility and affordability for families in the community.

Scope of Services

The selected vendor will be responsible for providing the following services:

- 1. Pre-Kindergarten Education Services**
 - Comprehensive Pre-K services, including curriculum planning, daily instruction, child assessment, and family engagement.
 - Services must meet or exceed state and federal standards for early childhood education.
- 2. Provided Facilities**
 - The school district will provide two classrooms, outdoor space (pre-school provider may need to supply play equipment), four offices for staff, and kitchen facilities for use by the provider. The vendor is expected to fully utilize these spaces in compliance with all safety, sanitation, and operational requirements.
- 3. Nutrition Services**
 - Providers may use the kitchen facilities to prepare meals for children as part of the program. Nutrition services must meet state standards for early childhood nutrition.
- 4. State and Federal Grant Funding**
 - The provider may leverage state or federal grant funding to offset the costs of providing Pre-K services. The district encourages the use of such grants to reduce financial costs to the school district and the families served.

Evaluation Criteria

Proposals will be evaluated and scored based on the following criteria:

- 1. Number of Children Served (25%)**
 - The capacity of the vendor to serve the maximum number of children within the available spaces and resources.
 - A clear explanation of how the vendor plans to enroll, support, and retain children in the program.

- Are there any limitations that would exclude children from participating in the program, income guidelines, where the student resides or any other excluding factor.
- 2. **Cost to Families (25%)**
 - The cost of the program for families of children attending Pre-K services.
 - The district encourages affordable services, with attention to how grant funds will be used to reduce costs for families.
- 3. **Cost to the School District (10%)**
 - The cost to the school district, including any required district financial contributions or in-kind support.
 - Proposals that minimize costs to the district through the use of external grants, partnerships, or other financial strategies will be given preference.
 - Proposed monthly rent payment to offset utility and maintenance costs for the building.
- 4. **Instructional Program Overview (10%)**
 - Overview of proposed learning activities for students.
 - Experience delivering high quality instruction and supports to served students.
- 5. **Funding sources (10%)**
 - Familiarity with local and regional funding opportunities, including state and federal grants.
 - Has the organization been successful in applying and managing these in the past. Describe your experience.
- 6. **Experience, Longevity, and Local Familiarity (20%)**
 - **Time in Business:** Vendors with a longer track record in providing early childhood education services will be scored higher. The district seeks providers with demonstrated stability and history in delivering high-quality services.
 - **Experience:** The vendor's experience with similar early learning programs, particularly in Pre-K education, will be evaluated. Preference will be given to vendors who have successfully managed programs of similar size and complexity.
 - **Local Familiarity:** Vendors who demonstrate a strong understanding of the local community, its unique needs, and demographics will receive additional points. Preference will be given to providers with experience working with local children and families.
 - **Staffing:** Demonstrated ability to meet staffing needs in the local area.

Proposal Requirements

Vendors must include the following in their proposals:

1. **Organizational Overview**
 - A description of the vendor's background, experience, and qualifications in providing early learning and Pre-K services.
 - Familiarity with providing Pre-K services in the Southern Oregon Area.
 - Information about key personnel and their qualifications.
 - Demonstrated ability to meet staffing needs in the local area.
2. **Program Description**

- Detailed description of the Pre-K program, including curriculum, instructional approach, and how services will be tailored to meet the needs of the district's children.
3. **Capacity and Number of Children Served**
 - The proposed number of children the vendor plans to serve in the provided spaces.
 - Vendors must specify any selection criteria that might limit or prohibit certain families from enrolling in the program, such as income guidelines, residency requirements, or any other eligibility restrictions.
 4. **Cost Proposal**
 - A breakdown of costs for families, including any potential tiered pricing based on family income.
 - A clear outline of costs to the school district, including any in-kind contributions or necessary financial support.
 - Explanation of how state or federal grant funds will be utilized to offset costs.
 5. **Familiarity with Proposed Funding Sources**
 - Describe your organization's experience with the grants or funding sources you plan to use to support the Pre-K programs.
 - Include any previous success or challenges in securing and managing these funding sources, as well as any relevant partnerships or collaborations that may enhance the effectiveness of the funding strategy.

Submission Guidelines

1. **Deadline**
 - Proposals must be submitted by 1-9-2025 at 2pm.
2. **Submission Format**
 - Proposals must be submitted electronically in PDF format to superintendent@rogueriver.k12.or.us
 - Hard copy submissions may be hand delivered to the district office at the following address:
Rogue River School District #35 District Office
1898 East Evans Creek Road
Rogue River OR 97537
Attn: Patrick Lee

Selection Process

The school district will review and score proposals based on the evaluation criteria listed above. The district may request additional information, clarifications, or an interview with selected vendors during the evaluation process.

Proposed RFP Schedule

- Issue RFP: 12-5-2024
- Final Questions Due (No Later Than 2:00 p.m.): 12-18-2024

- Last Addenda Issued (No Later Than 4:00 p.m.): 12-19-2024
- Proposals Due (No Later Than 2:00 p.m.): 1-9-2025
- RFP Proposal Review: 1-10-2025 to 1-17-2025
- Notice of Intent to Award: 1-24-2025

The District reserves the right to deviate from this schedule.

Questions

Questions, interpretations or clarifications of this RFP must be requested in writing. All questions should be directed to Patrick Lee, Superintendent. All questions are due by 2:00 PM on 12-18-2024.

Send questions to superintendent@roguevalley.k12.or.us.

The District will publish notice of any addenda on its website. Proposers are responsible for checking our website at <https://www.roguevalley.k12.or.us/> for any addenda information. District may extend the Proposal due date and time if it determines that Proposers require additional time to review and respond to addenda

Terms and Conditions

1. The school district reserves the right to reject any or all proposals.
2. The school district is not responsible for any costs incurred in the preparation of the proposal.
3. The school district reserves the right to negotiate with any vendor on the final terms of the agreement.
4. All submittals in response to this RFP are public records and available for inspection and copying upon request. Any portions of the RFP submittal marked as confidential will not be made public without consent of the consultant prior to the award of the contract.

Appeal of Award to RFP

Patrick Lee
Rogue River School District Office
1898 East Evans Creek Road
Rogue River OR 97537

Protests submitted after that date will not be considered. Protests must specify the grounds upon which the protest is based.

An actual Proposer who is adversely affected or aggrieved by the award of the Contract to another

Proposer may protest award, in writing, within the timeline established. The written protest shall state the grounds upon which the protest is based. No protest of award shall be considered after the deadline.

Protests must specify the grounds for the appeal including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for appeal.

No protest against award shall be considered because of the content of solicitation terms and conditions, contract terms and conditions or Specifications after the deadline established for submitting protests of solicitation terms and conditions, contract terms and conditions or Specifications.